

Finance Support and Program Coordinator
Colorado Department of Higher Education

POSTING DATE: February 10, 2017

CLOSING DATE: February 24, 2017

COMPENSATION: \$40,000 – \$45,000 Annually

The Department

The mission of the Colorado Department of Higher Education (CDHE) is to improve the quality of, ensure the affordability of, and promote access to, postsecondary education for the people of Colorado. The Department carries out the policies of the General Assembly and the Colorado Commission on Higher Education (CCHE). The CDHE works in consultation with institutions, students, and other stakeholders to advance strategic policy initiatives that advance the CCHE's Master Plan. Under its own authority, and through the CCHE, the Department oversees and coordinates state policy for 13 public four-year institutions; 18 two-year institutions (including a system of 13 community colleges); two independent local district colleges; and three local area technical colleges. In addition, through the CCHE the Department regulates private four-year institutions; and several hundred private occupational schools under the direction of the Board for Private Occupational Schools. The Department is organized into six divisions: Student Success and Academic Affairs; Policy and Legislative; Data and Research; Advocacy and Outreach; College Invest/College Assist; and Finance. In addition, pursuant to statute, for purposes of the state budget and certain administrative functions, the State Historical Society is authorized under the Department of Higher Education.

DESCRIPTION OF JOB:

This position will serve as a member of the Budget Services Team. Collectively the budget services team is responsible for the development of state budgets (both operating and capital construction) as well as state-funded financial aid programs. Furthermore, this team is responsible for the allocation among institutions of higher education of state appropriated funds. The primary responsibilities of the Finance Support and Program Coordinator position will be to oversee, coordinate, and administer specific student financial assistance support programs including the Dependent Tuition Assistance Program (DTAP), College Opportunity Fund (COF) and various student exchange programs. Additionally, the FSPC will provide assistance in accounts payable and receivable. This position will also provide assistance with daily tasks as assigned by the Lead Analysts and will support the team in creating, manipulating, analyzing, and presenting finance and related data. In addition, this position will provide technical and quantitative support to the Lead Analysts and Lead Accountant in the execution of the Department's budget request, in the administration of state funded financial aid programs, and in daily accounting duties.

Tasks may include, but are not limited to:

- Manage the Dependent Tuition Assistance Program (DTAP: receive, review for eligibility, and process applications; coordinate and administer grants to schools for student each semester; and confirm required status and GPA for continued funding;
- Process College Opportunity Fund waivers, appeals, and risk-based compliance audits;
- Manage the Western Interstate Commission for Higher Education (WICHE) Student Exchange Programs (Western Undergraduate Exchange (WUE), Western Regional Graduate Program (WRGP), and Professional Student Exchange Program (PSEP) and serve as the WICHE Certifying Officer for the state;
- Use of the State's financial systems, including Colorado Operations Resource Engine (CORE) and CORE Performance Budgeting system;
- Assist in state budget schedule preparation and electronic budget submission;
- Use of electronic spreadsheets, databases, charts, graphics and up-to-date software capabilities to assist in the understandable and effective presentation of financial and related data;

The Finance Support and Program Coordinator will become familiar with the higher education budget process, financial aid, capital construction, fiscal notes, tuition, annual financial statements, and other data sources to become proficient in retrieving, and building electronic spreadsheets or other means to provide information and analysis in an understandable format. The position will have some contact and correspondence with students, campus administrators as well as executive and legislative staff.

Knowledge, Skills and Abilities

MINIMUM QUALIFICATIONS:

- Bachelor's degree in finance, accounting, economics or related field;
- Basic knowledge and interest in public policy issues related to higher education and the role of administrative agencies in the executive branch;
- Excellent analytical, technical, organizational, and communication skills;
- Excellent customer service skills
- Ability to work effectively with others as a team under the pressure of tight time frames and rigid deadlines.
- Proficient in at Microsoft Office with advanced excel skills;
- Highly proficient in assembling available data into useable and understandable spreadsheets, charts and graphics;
- Ability to prepare and submit internal and external reports as necessary, including ad hoc requests;
- Ability to interpret and present quantitative information accurately and reliably;

PREFERRED QUALIFICATIONS:

- Ability to build, work with and manage databases and apply statistical and other applications for data analysis,
- Ability to quickly comprehend and present quantitative data and/or data analysis rapidly and accurately both orally and in writing,
- Comfort working in a fast paced and public environment,
- Experience processing daily accounts payable and receivable in the state's financial accounting system (CORE).

Requirements: Valid Colorado state driver's license. Infrequent travel requiring occasional overnight stays. Employment is contingent upon completion of a criminal background check.

Working Conditions: Works in a normal office environment with standard office equipment (such as phones, fax, copiers and personal computers). The normal working hours are 8 am to 5 pm, Monday through Friday.

This position is non-classified and exempt from the rules of the Colorado State Personnel Board.

This position is open until filled.

Employment is contingent upon successful completion of a criminal background check.

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit a complete application package, which includes the following:

1. Cover Letter or Letter of Application
2. Resume or Vitae

Submit your completed application materials to:

clangan@college-assist.org

Or:

Colorado Department of Higher Education
Attention: Human Resources
1560 Broadway, Suite 1600
Denver, Colorado 80202

The Colorado Department of Higher Education is an Equal Opportunity employer. In compliance with federal and state anti-discrimination laws, the Department does not discriminate in matters of employment based on disability, race, creed, color, sex, sexual orientation, transgender status, religion, age, national origin, or ancestry.